

GUIDANCE ON FILING A ZONING PETITION

PLEASE NOTE: A PRE-SUBMISSION CONFERENCE LETTER IS REQUIRED AND THE PLANNING BOARD HAS TO HAVE HAD A PUBLIC HEARING ON SAID MATTER WITH THEIR RECOMMENDATION SUBMITTED TO THE CITY COUNCIL **BEFORE ANY PETITIONS CAN BE ACCEPTED BY THE CLERK'S OFFICE FOR COUNCIL CONSIDERATION. (THERE ARE NO EXCEPTIONS)**

MINIMUM NON-REFUNDABLE FEE: To Be Determined FOR ADVERTISING + \$6.95 FOR EACH ABUTTING OWNER

CASH, MONEY ORDER OR CERTIFIED BANK CHECK ONLY (UNDER NO CIRCUMSTANCES WILL WE ACCEPT PERSONAL CHECKS)

RIGL 45-24-53: *** MUST BE SUBMITTED IN PACKETS TO INCLUDE*******

1. 14 COPIES OF PETITION - **Petition should include Plat, Lot, Street Name & Ward See format Below**
2. 14 COPIES OF EACH SKETCH /MAP-

NOTE: 1 EXISTING MAP
1 PROPOSED MAP EACH MUST BE PRINTED ON 8 ½ X 11 PAPER

BOTH SHOULD INCLUDE THE FOLLOWING: BOTH MUST BE **CLEARLY** MARKED

**ZONING DISTRICT BOUNDARIES,
EXISTING ROADS AND STREETS,
NAMES OF STREETS AND
CITY BOUNDARIES WHERE APPROPRIATE.**

3. 14 COPIES OF 200' or 400' RADIUS MAP
4. 14 COPIES OF LEGAL DESCRIPTION OF PROPERTY - 1 COPY OF LEGAL DESCRIPTION **MUST BE CERTIFIED BY AN ENGINEER OR LAND SURVEYOR.**
5. 1 LIST - ANY CITY OR TOWN WITH A PUBLIC OR QUASI-PUBLIC WATER SOURCE, OR PRIVATE WATER SOURCE THAT IS USED OR IS SUITABLE FOR USE AS A PUBLIC WATER SOURCE, WITHIN TWO THOUSAND FEET (2,000') OF ANY PROPERTY THAT IS THE SUBJECT OF A VARIANCE, REGARDLESS OF MUNICIPAL BOUNDARIES.
6. 14 COPIES of LIST of ABUTTING PROPERTY OWNERS WITHIN 200' RADIUS OF ANY PROPERTY PETITIONED FOR A ZONE CHANGE, UNLESS THE PROVISIONS OF ORDINANCE NO. 0-00-36 ARE APPLICABLE WHICH REQUIRE THAT IF THE PROPERTY PETITIONED FOR A ZONE CHANGE IS ZONED RESIDENTIAL A-40 OR IF MORE THAN FIFTY PERCENT (50%) OF THE NUMBER OF PARCELS WHICH ARE RESIDENTIALLY ZONED LAND WITHIN THE 200' RADIUS OF THE SUBJECT PROPERTY ARE ZONED RESIDENTIAL A-40, THEN 1 LIST OF ALL PROPERTY OWNERS OF RECORD WITHIN 400 FEET OF THE PROPERTY PETITIONED FOR A ZONE CHANGE IS REQUIRED. (EVEN IF THE ABUTTERS ARE THE PETITIONERS, NOTIFICATION IS STILL REQUIRED)

PUBLIC HEARING DATE WILL BE DETERMINED ONCE THE RECOMMENDATION HAS BEEN RECEIVED FROM THE PLANNING BOARD.

TWO PASSAGES ARE REQUIRED BY THE CITY COUNCIL FOR A CHANGE IN ZONING.
ZONE CHANGE BECOMES EFFECTIVE 20 DAYS FROM ADVERTISING DATE AFTER SECOND PASSAGE.

PLEASE NOTE:

City Council Resolution accepts a limited number of public hearings per month.

No public hearings will be held until the Planning Board has had a chance to meet and provide the City Council with their recommendation.

